



# City Council, Regular Meeting

## AGENDA

6:30 pm – 10:00 pm

March 7, 2017

**Call to Order**

**Roll Call**

**Pledge of Allegiance**

**Approval of Agenda**

**Estimate time**

**Presentations/Proclamations**

- **Update:** Community Center Operations

**6:40 pm**

**Student Liaison Reports**

**6:55 pm**

**Public Comment**

**7:00 pm**

**Note:** *This is an opportunity for the public to address the Council. Three-minutes limit per person or five-minutes if representing the official position of a recognized community organization. If you would like to show a video or PowerPoint, it must be submitted or emailed by 5 pm, the end of the business day, to the City Clerk, Melonie Anderson at [manderson@sammamish.us](mailto:manderson@sammamish.us). Please be aware that Council meetings are videotaped and available to the public.*

**Consent Calendar**

**7:30 pm**

- Payroll for period ending February 28, 2017 for pay date March 3, 2017 in the amount of \$ 347,461.30
- 1. **Approval:** Claims For Period Ending March 7, 2017 In The Amount Of \$1,792,004.81 For Check No. 46677 Through 46766
- 2. **Approval:** Minutes for February 21, 2017 Regular Meeting

**Public Hearings**

**Unfinished Business**

City Council meetings are wheelchair accessible. American Sign Language (ASL) interpretation is available upon request. Please phone (425) 295-0500 at least 48 hours in advance. Assisted Listening Devices are also available upon request.

**New Business**

3. **Scoping Discussion:** Communications Strategic Plan **7:40 pm**

4. **Process:** Public Comment at Council Meetings **8:00 pm**

**Council Reports/ Council Committee Reports** **8:15 pm**

**City Manager Report** **8:45 pm**

**Executive Session** – Potential Property Acquisition pursuant to RWC 42.30.110(1)(b), Personnel pursuant to RCW42.30.110(g), and Potential Litigation pursuant to RCW42.30.110 (1)(i) **9:00 pm**

**Adjournment** **9:30 pm**

## AGENDA CALENDAR

| Meeting Date     | Packet Material Due | Time    | Meeting Type    | Topics  |
|------------------|---------------------|---------|-----------------|---|
| <b>Mar 2017</b>  |                     |         |                 |   |
| <b>Tues 3/14</b> |                     |         | Study Session   | Cancelled   |
| <b>Mon 3/20</b>  | 3/15                | 6:30 pm | Special Meeting | Department Report: Public Works<br>Discussion: Annexation Update<br>Discussion: Development Code Update   |
| <b>Tues 3/21</b> | 3/15                | 6:30 pm | Regular Meeting | Department Report: Parks & Recreation<br>Presentation & Discussion: Parks, Recreation and Open Space (PRO) Plan Update<br>Presentation: Update on the Economic Development Analysis Ordinance: First Reading Amending SMC to be consistent with new Hearing Examiner Rules<br>Resolution: Approving Lease Agreement with CWU<br><br><u>Consent:</u><br>Resolution: Project Acceptance Intelligent Transportation System Phase I<br>Contract: Louis Thompson Hill Landslide Area Design Consultant/TBD<br>Contract Amendment: Issaquah Fall City Road Design/Lochner<br>Contract: Human Services Needs Assessment Consultant/TBD |
| <b>Apr 2017</b>  |                     |         |                 |   |
| <b>Mon 4/03</b>  | 3/29                | 4:30 pm | Study Session   | Discussion: City Council Salary Study<br>Discussion: Follow-up on Storm and Surface Water Comprehensive Planning Work<br>Presentation & Discussion: Intro to Regional Stormwater  |

|                         |             |                |                        |  |
|-------------------------|-------------|----------------|------------------------|--|
| <p><b>Tues 4/04</b></p> | <p>3/29</p> | <p>6:30 pm</p> | <p>Regular Meeting</p> | <p>Department Report: Fire<br/>                 Department Report: Police<br/>                 Department Report: Admin Services</p> <p><u>Consent:</u><br/>                 Ordinance: Second Reading Amending SMC to be consistent with new Hearing Examiner Rules<br/>                 Resolution: Adopting Hearing Examiner amended Rules of Procedures<br/>                 Bid Award: 2017 Asphalt Patching/TBD<br/>                 Bid Award: Inglewood Hill Overlay Project/TBD<br/>                 Bid Award: 2017 Citywide Pavement Overlay Contract/TBD<br/>                 Bid Award: 2017 Sidewalk Repair &amp; ADA Ramp Retrofit/TBD<br/>                 Bid Award: Guardrail Repair Projects/TBD<br/>                 Bid Award: Sammamish Landing Improvements</p>   |
| <p><b>Tues 4/11</b></p> | <p>4/05</p> | <p>6:30 pm</p> | <p>Study Session</p>   | <p>Update: Sammamish Plateau Water<br/>                 Discussion: Land Acquisition Strategy &amp; Policy<br/>                 Discussion: Town Center Park Infrastructure Update<br/>                 Discussion: Issaquah Fall City Road Project Update</p>   |
| <p><b>Tues 4/18</b></p> | <p>4/12</p> | <p>6:30 pm</p> | <p>Regular Meeting</p> | <p>Approval: 2017 Non-Motorized Transportation Project &amp; Consultant Contract/TBD<br/>                 Approval: 2017 Intersection Improvement Project &amp; Consultant Contract/TBD<br/>                 Approval: 2017 Neighborhood Transportation Projects &amp; Consultant Contract/TBD<br/>                 Approval: 2017 Sidewalk Program Project &amp; Consultant Contract/TBD<br/>                 Presentation &amp; Discussion: Beaver Lake Way/Drive SE Neighborhood Traffic Improvement Project<br/>                 Ordinance: First Reading Electrical Code Adoption<br/>                 Contract: Transportation Master Plan Consultant/TBD</p> <p><u>Consent:</u><br/>                 Contract: Traffic Count Program Consultant/TBD<br/>                 Bid Award: 212<sup>th</sup> Improvement Project (Snake Hill)/TBD<br/>                 Bid Award: Signal Pole &amp; Mast Painting on 228<sup>th</sup> &amp; Issaquah Pine Lake Road/TBD<br/>                 Ordinance: Second Reading Electrical Code Adoption<br/>                 Bid Award: Skyline Community Sports Field Turf Replacement<br/>                 Contract: Stormwater Rate Study Consultant/TBD</p> |

| May 2017         |      |         |   |   |
|------------------|------|---------|---|---|
| <b>Mon 5/01</b>  | 4/26 | 4:30 pm | Study Session   | Discussion: R-1 Land Use Density Analysis<br>Discussion: Emergency Management Update<br>Discussion: Police Services Analysis Scope of Work  |
| <b>Tues 5/02</b> | 4/26 | 6:30 pm | Regular Meeting   | Proclamation: Affordable Housing Week<br>Department Report: Finance<br>Ordinance: First Reading Amending the Biennial Budget (carryforward requests)<br>Public Hearing/Ordinance: First Reading Sign Code Update<br>Public Hearing/Ordinance: First Reading Title 24 Comprehensive Planning Process & Procedures Update<br>Interlocal Agreement: Issaquah School District Joint-Use Agreement<br><br><u>Consent:</u><br>Ordinance: First Reading Electrical Code Adoption<br>Contract: Communications Strategic Plan Consultant/TBD |
| <b>Tues 5/09</b> | 5/03 | 5:00 pm | Joint Study Session with Parks Commission & Planning Commission | Department Report: Community Development<br>Discussion: Urban Forestry Management Plan Scope of Work<br>Discussion: Land Acquisition Study<br>Discussion: Parks, Recreation and Open Space (PRO) Plan Update  |

|                  |      |         |                 |   |
|------------------|------|---------|-----------------|---|
| <b>Tues 5/16</b> | 5/10 | 6:30 pm | Regular Meeting | <p>Ordinance: Second Reading Sign Code Update<br/>         Ordinance: Second Reading First Reading Title 24 Comprehensive Planning Process &amp; Procedures Update<br/>         Ordinance: First Reading: Inglewood Historic Plat Drainage Requirements<br/>         Ordinance: First Reading Stormwater Maintenance Code Updates<br/>         Hand-Off/Discussion: 2018-2023 Capital Plans</p> <ul style="list-style-type: none"> <li>• Parks Capital Improvement Plan</li> <li>• Stormwater Capital Improvement Plan</li> <li>• Transportation Improvement Plan</li> <li>• Information Technology Capital Improvement Plan</li> <li>• Facilities Capital Improvement Plan</li> </ul> <p><u>Consent:</u><br/>         Ordinance: Second Reading Amending the Biennial Budget (carryforward requests)<br/>         Contract: Fourth on the Plateau Fireworks<br/>         Contract: Fourth on the Plateau Event Lighting<br/>         Resolution: Youth Board Appointments<br/>         Contract: City Hall Space Planning Consultant/TBD</p> |
| <b>June 2017</b> |      |         |                 |   |
| <b>Mon 6/05</b>  | 5/31 | 4:30 pm | Study Session   | Discussion: Internet Usage & Social Media Policies  |

|                  |      |         |                 |  |
|------------------|------|---------|-----------------|--|
| <b>Tues 6/06</b> | 5/31 | 6:30 pm | Regular Meeting | <p>Ordinance: Second Reading: Inglewood Historic Plat Drainage Requirements</p> <p>Ordinance: Second Reading Stormwater Maintenance Code Updates</p> <p>Public Hearing: 2018-2023 Capital Plans</p> <ul style="list-style-type: none"> <li>• Parks Capital Improvement Plan</li> <li>• Stormwater Capital Improvement Plan</li> <li>• Transportation Improvement Plan</li> <li>• Information Technology Capital Improvement Plan</li> <li>• Facilities Capital Improvement Plan</li> </ul> <p>Resolution: Approving King County Animal Services Contract (Tentative)</p> <p><u>Consent:</u></p> <p>Bid Award: Beaver Lake Way/Drive SE Neighborhood Traffic Improvement Project/TBD</p> <p>Bid Award: Major Stormwater Drainage Facility Repairs &amp; Solutions/TBD</p> <p>Bid Award: 212<sup>th</sup> Non-Motorized Gap Project/TBD</p> <p>Resolution: Inglewood Hill Stormwater Quality Retrofit Project Acceptance</p> |
| <b>Tues 6/13</b> | 6/07 | 6:30 pm | Study Session   | <p>Discussion: Land Acquisition Strategy &amp; Policy</p> <p>Discussion: 2018-2023 Capital Plans (if needed)</p> <ul style="list-style-type: none"> <li>• Parks Capital Improvement Plan</li> <li>• Stormwater Capital Improvement Plan</li> <li>• Transportation Improvement Plan</li> <li>• Information Technology Capital Improvement Plan</li> <li>• Facilities Capital Improvement Plan</li> </ul>  |
| <b>Tues 6/20</b> | 6/14 | 6:30 pm | Regular Meeting | <p>Presentation: Economic Development Analysis Final Report</p> <p>Presentation &amp; Discussion: Housing Strategy Update</p> <p>Presentation &amp; Discussion: Neighborhood Character</p> <p>Resolution: Adopting 2018-2023 Capital Plans</p> <ul style="list-style-type: none"> <li>• Parks Capital Improvement Plan</li> <li>• Stormwater Capital Improvement Plan</li> <li>• Transportation Improvement Plan</li> <li>• Information Technology Capital Improvement Plan</li> <li>• Facilities Capital Improvement Plan</li> </ul> <p><u>Consent:</u></p> <p>Bid Award: SE 4<sup>th</sup> Street Improvement Project/TBD</p> <p>Bid Award: Louis Thompson Hill Landslide Area Project/TBD</p>   |

| July 2017        |      |         |                 |   |
|------------------|------|---------|-----------------|---|
| <b>Mon 7/03</b>  | 6/28 | 4:30 pm | Study Session   | Meeting Cancelled (Pending Council Approval)  |
| <b>Weds 7/05</b> | 6/28 | 6:30 pm | Regular Meeting | Public Hearing/Ordinance: First Reading Comprehensive Plan Amendments Transportation Element<br>Public Hearing/Ordinance: First Reading Comprehensive Plan Amendments Capital Facilities Element<br>Presentation & Discussion: Introduction to Land Acquisition Policy<br>Executive Session: Potential Land Acquisition<br><br><u>Consent:</u><br>Bid Award: Sahalee Way Stormwater Tightline Project (not related to Sahalee Way Project)/TBD  |
| <b>Tues 7/11</b> | 7/05 | 6:30 pm | Study Session   | Discussion: Transportation Master Plan<br>Discussion: Parking Ordinance<br>Discussion: Inattentive Driving Ordinance  |
| <b>Tues 7/18</b> | 7/12 | 6:30 pm | Regular Meeting | Ordinance: Second Reading Comprehensive Plan Amendments Transportation Element<br>Ordinance: Second Reading Comprehensive Plan Amendments Capital Facilities Element<br>Resolution: Adopting a Land Acquisition Policy<br><br><u>Consent:</u><br>Bid Award: 2017 Crack Seal/TBD<br>Bid Award: 2017 Intersection Improvement Project/TBD<br>Bid Award: 2017 Neighborhood Transportation Projects /TBD<br>Bid Award: 2017 Sidewalk Project/TBD<br>Contract: Urban Forestry Management Plan Consultant/TBD |
| Aug 2017         |      |         | No meetings     |   |
| Sept 2017        |      |         |                 |   |
| <b>Mon 9/04</b>  | 8/30 | 4:30 pm | Study Session   | Discussion: Maintenance Facility Strategic Plan<br>Discussion: Communications Strategic Plan<br>Discussion: Stormwater Rate Study Update  |

|                   |       |         |                 |   |
|-------------------|-------|---------|-----------------|---|
| <b>Tues 9/05</b>  | 8/30  | 6:30 pm | Regular Meeting | Public Hearing/Ordinance: First Reading Stormwater Rate Update<br>Ordinance: First Reading: City Parking Ordinance<br>Ordinance: First Reading: Inattentive Driving Ordinance<br><br><u>Consent:</u><br>Bid Award: Enhanced Crosswalk on ELSP near SE 33 <sup>rd</sup> Street/TBD   |
| <b>Tues 9/12</b>  | 9/06  | 6:30 pm | Study Session   | Discussion: Parks, Recreation and Open Space (PRO) Plan Update<br>Discussion: Human Services Needs Assessment<br>Discussion: Zackuse Creek Culvert Replacement Project & Basin Plan Update  |
| <b>Tues 9/19</b>  | 9/13  | 6:30 pm | Regular Meeting | Department Report: Public Works<br>Department Report: Parks & Recreation<br>Resolution: Adopting Internet Usage & Social Media Policies<br><br><u>Consent:</u><br>Contract: Zackuse Creek Basin Plan Consultant/TBD<br>Ordinance: Second Reading Stormwater Rate Update<br>Ordinance: Second Reading City Parking Ordinance<br>Ordinance: Second Reading: Inattentive Driving Ordinance |
| <b>Oct 2017</b>   |       |         |                 |   |
| <b>Mon 10/02</b>  | 9/27  | 4:30 pm | Study Session   | Department Report: Police<br>Presentation & Discussion: Police Services Analysis<br>Discussion: Communications Strategic Plan   |
| <b>Tues 10/03</b> | 9/27  | 6:30 pm | Regular Meeting | Department Report: Fire<br>Department Report: Administrative Services<br>Resolution: Adopting Human Services Needs Assessment<br><br><u>Consent:</u><br>Bid Award: City Hall Space Planning Project/TBD   |
| <b>Tues 10/10</b> | 10/04 | 6:30 pm | Study Session   | Discussion: Transportation Master Plan<br>Discussion: Parks, Recreation and Open Space (PRO) Plan Update<br>Discussion: Big Rock Park Site B Master Plan Update   |

|                   |       |         |                 |   |
|-------------------|-------|---------|-----------------|---|
| <b>Tues 10/17</b> | 10/11 | 6:30 pm | Regular Meeting | <p>Department Report: Finance<br/> Department Report: Community Development</p> <p><u>Consent:</u><br/> Contract: Intelligent Transportation System Phase II Design/TBD<br/> Resolution: Beaver Lake Preserve Project Acceptance<br/> Resolution: Skyline High School Turf Replacement Project Acceptance</p>   |
| <b>Nov 2017</b>   |       |         |                 |   |
| <b>Mon 11/06</b>  | 11/07 | 4:30 pm | Study Session   | <p>Discussion: Emergency Management Update<br/> Discussion: Business Continuity Plan (Information Technology)</p>   |
| <b>Tues 11/07</b> | 11/07 | 6:30 pm | Regular Meeting | <p>Public Hearing/Ordinance: First Reading Mid-Biennial Budget Update<br/> Public Hearing/Ordinance: First Reading and Public Hearing: 2018 Property Tax Levy<br/> Resolution: Adopting the Communications Strategic Plan</p> <p><u>Consent:</u></p>  |
| <b>Tues 11/14</b> | 11/14 | 6:30 pm | Study Session   | <p>Discussion: Parks, Recreation and Open Space (PRO) Plan Update<br/> Discussion: YMCA Property<br/> Discussion: Transportation Master Plan</p>  |
| <b>Tues 11/21</b> | 11/21 | 6:30 pm | Regular Meeting | <p>Public Hearing/Ordinance: First Reading School Impact Fee Updates<br/> Public Hearing/Resolution: Comprehensive Plan Amendments - 2018 Docket</p> <p><u>Consent:</u><br/> Ordinance: Second Reading Mid-Biennial Budget<br/> Ordinance: Second Reading Property Tax Levy Rate<br/> Resolution: Fee Schedule<br/> Resolution: Salary Schedule<br/> Resolution: Medical Premium Co-Pay</p> |

| Dec 2017          |  |         |  |   |
|-------------------|--|---------|--|---|
| <b>Mon 12/04</b>  | 11/29  | 4:30 pm | Study Session  |   |
| <b>Tues 12/05</b> | 11/29  | 6:30 pm | Regular Meeting  | <u>Consent:</u><br>Final Reading: Annual Amendment of Comprehensive Plan<br>Contract: ADA Transition Plan Consultant/TBD<br>Contract: Water Quality Monitoring Strategic Plan/TBD<br>Contract: Park Landscape Maintenance/TBD<br>Contract: ROW Landscape Maintenance/TBD<br>Contract: ROW Slope Mowing/TBD<br>Contract: Street & Park Sweeping/TBD<br>Contract: Custodial Services/TBD<br>Contract: Vactoring Services/TBD<br>Contract: Tree Services/TBD<br>Contract: Fence Repair |
| <b>Mon 12/11</b>  |  | 6:30 pm |  | Volunteer Recognition Banquet   |
| <b>Tues 12/12</b> | 12/06  | 6:30 pm | Study Session  | Discussion: Parks, Recreation and Open Space (PRO) Plan Update  |
| <b>Tues 12/19</b> | 12/13  | 6:30 pm | Regular Meeting  | <u>Consent:</u><br>Contract: Beaver Lake Park Phase I Improvement Project Design Consultant/TBD   |
|                   | To Be Scheduled  |         | Parked Items   |   |
|                   | <ul style="list-style-type: none"> <li>Economic Development Plan</li> <li>Traffic Impact Fee Update</li> <li>Discussion: Concurrency Ordinance</li> <li>Contract: SE 24<sup>th</sup> St Sidewalk Design/TBD</li> <li>Lake Sammamish Water Level</li> </ul> |         | <ul style="list-style-type: none"> <li>Drones in Parks</li> <li>Resolution: Authorizing RCO Grant Application for Klahanie Park Improvements</li> </ul>  |   |
|                   |  |         | <ul style="list-style-type: none"> <li>Mountains to Sound Greenway</li> <li>Sustainability/Climate Change</li> <li>Review of regulations regarding the overlay areas, low impact development and special protection areas for lakes</li> <li>Discussion: Inner City Bus Service</li> <li>Good Samaritan Law</li> </ul> |   |



## March 2017

| Sun | Mon  | Tue  | Wed  | Thu  | Fri | Sat  |
|-----|--|--|--|--|-----|--|
| 26  | 27<br><b>6:30 pm</b> Arts Commission Regular Meeting | 28   | 1<br><b>6:30 pm</b> Parks and Recreation Commission Meeting            | 2<br><b>6:30 pm</b> Planning Commission Meeting  | 3   | 4  |
| 5   | 6<br><b>4:30 pm</b> City Council Study Session       | 7<br><b>5:00 pm</b> Council Office Hour<br><b>6:30 pm</b> City Council Regular Meeting | 8<br><b>1:30 pm</b> Human Services Task Force Meeting                  | 9  | 10  | 11<br><b>10:00 am</b> Volunteer at Lower Commons Park                                  |
| 12  | 13   | 14<br><b>6:30 pm</b> City Council Study Session - Canceled                             | 15<br><b>6:00 pm</b> Sammamish Youth Board                             | 16<br><b>6:30 pm</b> Planning Commission Meeting   | 17  | 18<br><b>9:00 am</b> Volunteer at Lancaster Pond<br><b>1:00 pm</b> Make It A Glass Day |
| 19  | 20<br><b>6:30 pm</b> City Council Special Meeting    | 21<br><b>6:30 pm</b> City Council Regular Meeting                                      | 22   | 23   | 24  | 25<br><b>9:00 am</b> Volunteer at Ebright Creek  |
| 26  | 27<br><b>6:30 pm</b> Arts Commission Regular Meeting | 28   | 29   | 30   | 31  | 1  |
| 2   | 3<br><b>4:30 pm</b> City Council Study Session       | 4<br><b>5:00 pm</b> City Council Office Hour   | 5<br><b>6:30 pm</b> Parks and Recreation Commission Meeting - Canceled | 6<br><b>5:00 pm</b> Joint Meeting with Parks & Recreation Commission and Planning Commission | 7   | 8  |

# April 2017

| Sun   | Mon  | Tue   | Wed   | Thu   | Fri  | Sat                                      |
|---|--|---|---|---|--|--|
| 26  | 27<br><b>6:30 pm</b> Arts<br>Commission Regular<br>Meeting | 28  | 29  | 30  | 31   | 1  |
| 2   | 3<br><b>4:30 pm</b> City Council<br>Study Session          | 4<br><b>5:00 pm</b> City Council<br>Office Hour<br><br><b>6:30 pm</b> City Council<br>Regular Meeting | 5<br><b>6:30 pm</b> Parks and<br>Recreation<br>Commission Meeting -<br>Canceled | 6<br><b>5:00 pm</b> Joint Meeting<br>with Parks &<br>Recreation<br>Commission and<br>Planning Commission<br><br><b>6:30 pm</b> Parks and<br>Recreation<br>Commission Meeting<br><br><b>6:30 pm</b> Planning<br>Commission Meeting | 7  | 8  |
| 9<br><b>9:00 am</b> Sammamish<br>Spring Recycling<br>Collection Event &<br>Bin Sale | 10   | 11<br><b>6:30 pm</b> City Council<br>Study Session  | 12<br><b>1:30 pm</b> Human<br>Services Task Force<br>Meeting                    | 13  | 14<br><b>8:30 am</b> "Slash and<br>Burn" Art Exhibit | 15<br><b>10:00 am</b><br>Eggstravagaza   |
| 16  | 17   | 18<br><b>6:30 pm</b> City Council<br>Regular Meeting  | 19<br><b>6:00 pm</b> Sammamish<br>Youth Board                                   | 20<br><b>6:30 pm</b> Planning<br>Commission Meeting   | 21   | 22<br><b>10:00 am</b> Sammamish<br>Walks |
| 23  | 24<br><b>6:30 pm</b> Arts<br>Commission Regular<br>Meeting | 25  | 26  | 27  | 28   | 29                                       |
| 30  | 1  | 2   | 3   | 4   | 5  | 6  |

**Presentation:**

# **Community Center Operations**







# MEMORANDUM

**TO:** Melonie Anderson/City Clerk  
**FROM:** Marlene/Finance Department  
**DATE:** March 2, 2017  
**RE:** Claims for March 7, 2017

\$ 73,137.53  
 31,484.66  
 1,687,382.62

### Top 10 Over \$10,000 Payments

|                          |              |  |
|--------------------------|--------------|--|
| Eastside Fire & Rescue   | \$598,337.66 | Fire Services - March 2017                                 |
| Marshbank                | \$298,096.11 | Inglewood Hill Stormwater Project                          |
| Issaquah School District | \$118,815.00 | School Impact Fees - February 2017                         |
| Perteet                  | \$108,670.87 | Inglewood Hill Stormwater Project/SE 4th Improvements      |
| Pape Machinery           | \$97,812.96  | John Deere Compact Excavator Purchase                      |
| Lake Wa School District  | \$75,200.50  | School Impact Fees - February 2017                         |
| Ichijo                   | \$59,047.80  | Refund Cash Bond   |
| Kenyon Disend            | \$59,039.82  | Attorney Services - January 2017                           |
| Lochner                  | \$31,110.07  | SE Iss Fall City Rd Project                                |
| King County Finance      | \$30,840.18  | Guardrail Repair/Traffic Contract/Jail Services/INET Servi |

**TOTAL \$ 1,792,004.81**

**Check #46677 - #46766**

73,137.53 +  
 31,484.66 +  
 1,687,382.62 +  
 003  
 1,792,004.81G+

# Accounts Payable

## Check Register Totals Only

User: mdunham  
 Printed: 2/17/2017 - 10:28 AM



| Check        | Date       | Vendor No | Vendor Name                    | Amount    | Voucher |
|--------------|------------|-----------|--------------------------------|-----------|---------|
| 46677        | 02/17/2017 | ELECTRIC  | Electric Lightwave             | 1,898.87  | 46,677  |
| 46678        | 02/17/2017 | ICMA401   | ICMA 401                       | 46,734.79 | 46,678  |
| 46679        | 02/17/2017 | ICMA457   | ICMA457                        | 15,990.67 | 46,679  |
| 46680        | 02/17/2017 | IDHW      | Idaho Child Support Receipting | 200.00    | 46,680  |
| 46681        | 02/17/2017 | NAVIA     | Navia Benefits Solution        | 1,863.47  | 46,681  |
| 46682        | 02/17/2017 | PSE       | Puget Sound Energy             | 5,528.69  | 46,682  |
| 46683        | 02/17/2017 | WASUPPOR  | Wa State Support Registry      | 830.57    | 46,683  |
| 46684        | 02/17/2017 | VALVOLIN  | WEX Bank                       | 90.47     | 46,684  |
|              |            |           |                                | 73,137.53 |         |
| Check Total: |            |           |                                | 73,137.53 |         |

# Accounts Payable

## Check Register Totals Only

User: mdunham  
Printed: 2/28/2017 - 9:37 AM



| Check        | Date       | Vendor No | Vendor Name                    | Amount           | Voucher |
|--------------|------------|-----------|--------------------------------|------------------|---------|
| 46685        | 02/28/2017 | US BANK   | U. S. Bank Corp Payment System | 31,484.66        | 46,685  |
|              |            |           |                                | <u>31,484.66</u> |         |
| Check Total: |            |           |                                | <u>31,484.66</u> |         |

## Accounts Payable

## Check Register Totals Only

User: mdunham  
 Printed: 3/2/2017 - 9:41 AM



| Check | Date       | Vendor No | Vendor Name                          | Amount     | Voucher |
|-------|------------|-----------|--------------------------------------|------------|---------|
| 46686 | 03/07/2017 | AGENTERP  | AG Enterprise Supply Inc             | 324.01     | 46,686  |
| 46687 | 03/07/2017 | AMERWEST  | America West Environmental           | 7,374.88   | 46,687  |
| 46688 | 03/07/2017 | APEX      | Apex Facility Resources, Inc         | 567.06     | 46,688  |
| 46689 | 03/07/2017 | ASSISTAN  | Assistance League Of the Eastside    | 3,000.00   | 46,689  |
| 46690 | 03/07/2017 | BACKGROU  | Background Source Intl               | 181.00     | 46,690  |
| 46691 | 03/07/2017 | BHC       | BHC Consultants, LLC                 | 4,690.00   | 46,691  |
| 46692 | 03/07/2017 | BLUETARP  | Blue Tarp Financial                  | 3,721.64   | 46,692  |
| 46693 | 03/07/2017 | BRENNANH  | Brennan Heating & A/C                | 192.00     | 46,693  |
| 46694 | 03/07/2017 | CDW       | CDW Govt Inc                         | 810.64     | 46,694  |
| 46695 | 03/07/2017 | CENTURY   | Century Link                         | 66.99      | 46,695  |
| 46696 | 03/07/2017 | CODEPUB   | Code Publishing Inc                  | 2,790.28   | 46,696  |
| 46697 | 03/07/2017 | COMATTRI  | Community Attributes Inc             | 7,346.88   | 46,697  |
| 46698 | 03/07/2017 | COMCAST3  | Comcast                              | 1,272.06   | 46,698  |
| 46699 | 03/07/2017 | CONSOLID  | Consolidated Press                   | 3,312.78   | 46,699  |
| 46700 | 03/07/2017 | DAILY     | Daily Journal of Commerce            | 1,560.00   | 46,700  |
| 46701 | 03/07/2017 | DALZIEL   | Tawni Dalziel                        | 142.86     | 46,701  |
| 46702 | 03/07/2017 | DESIGNTW  | Design Two Four/Two Six Inc          | 2,280.00   | 46,702  |
| 46703 | 03/07/2017 | EASTFIRE  | Eastside Fire & Rescue               | 598,337.66 | 46,703  |
| 46704 | 03/07/2017 | ENGBUS    | Engineering Business Systems Inc     | 1,970.17   | 46,704  |
| 46705 | 03/07/2017 | ESA       | ESA                                  | 2,006.63   | 46,705  |
| 46706 | 03/07/2017 | EVANS     | David Evans & Associates, Inc        | 14,021.44  | 46,706  |
| 46707 | 03/07/2017 | FASTENAL  | Fastenal Industrial Supplies         | 253.93     | 46,707  |
| 46708 | 03/07/2017 | FASTSIGN  | Fastsigns Bellevue                   | 54.75      | 46,708  |
| 46709 | 03/07/2017 | GCH       | Gail C. Harris                       | 1,200.00   | 46,709  |
| 46710 | 03/07/2017 | GRAYOS    | Gray & Osborne, Inc.                 | 11,768.16  | 46,710  |
| 46711 | 03/07/2017 | GUBATA    | Allison Gubata                       | 72.18      | 46,711  |
| 46712 | 03/07/2017 | HDFOWL    | H. D. Fowler Company                 | 120.06     | 46,712  |
| 46713 | 03/07/2017 | HDSUPPLY  | HD Supply Waterworks                 | 3,984.04   | 46,713  |
| 46714 | 03/07/2017 | HOMEDE    | Home Depot                           | 731.80     | 46,714  |
| 46715 | 03/07/2017 | HONEY     | Honey Bucket                         | 3,477.59   | 46,715  |
| 46716 | 03/07/2017 | HWA       | HWA GeoSciences, Inc                 | 7,013.13   | 46,716  |
| 46717 | 03/07/2017 | ICHIJO    | Ichijo USA Co., LTD                  | 59,047.80  | 46,717  |
| 46718 | 03/07/2017 | ISD       | Issaquah School District             | 118,815.00 | 46,718  |
| 46719 | 03/07/2017 | IUTC      | Int Undercover Training & Consulting | 600.00     | 46,719  |
| 46720 | 03/07/2017 | JACKKITT  | Jack And Kitty                       | 300.00     | 46,720  |
| 46721 | 03/07/2017 | JOHNSONK  | Kevin Johnson                        | 15.62      | 46,721  |
| 46722 | 03/07/2017 | KCRADIO   | King Cty Radio Comm Svcs             | 1,067.63   | 46,722  |
| 46723 | 03/07/2017 | KENYON2   | Kenyon Disend PLLC                   | 59,039.82  | 46,723  |
| 46724 | 03/07/2017 | KIMSEY    | Sarah Hawes Kimsey                   | 2,715.35   | 46,724  |
| 46725 | 03/07/2017 | KINGFI    | King County Finance A/R              | 30,840.18  | 46,725  |
| 46726 | 03/07/2017 | KINGPET   | King County Pet Licenses             | 440.00     | 46,726  |
| 46727 | 03/07/2017 | KINGWAT   | King County Finance                  | 6,225.00   | 46,727  |
| 46728 | 03/07/2017 | L&IELEVA  | Dept of Labor & Industries           | 141.60     | 46,728  |
| 46729 | 03/07/2017 | LOCHNER   | Lochner, Inc.                        | 31,110.07  | 46,729  |
| 46730 | 03/07/2017 | LWSD      | Lake Washington School Dist          | 75,200.50  | 46,730  |
| 46731 | 03/07/2017 | MAILPO    | Mail Post                            | 302.85     | 46,731  |
| 46732 | 03/07/2017 | MARSHBAN  | Marshbank Construction               | 298,096.11 | 46,732  |
| 46733 | 03/07/2017 | MINUTE    | Minuteman Press                      | 630.16     | 46,733  |
| 46734 | 03/07/2017 | NAPA      | NAPA Auto Parts                      | 81.51      | 46,734  |
| 46735 | 03/07/2017 | NC MACH   | NC Machinery Co                      | 13,125.83  | 46,735  |

| Check        | Date       | Vendor No | Vendor Name                        | Amount       | Voucher |
|--------------|------------|-----------|------------------------------------|--------------|---------|
| 46736        | 03/07/2017 | NWENVTEC  | NW Envirotech LLC                  | 1,416.93     | 46,736  |
| 46737        | 03/07/2017 | ODELL     | Thomas Odell                       | 104.02       | 46,737  |
| 46738        | 03/07/2017 | OSBORN    | Osborn Consulting, Inc             | 28,966.99    | 46,738  |
| 46739        | 03/07/2017 | OTAK      | Otak                               | 26,189.47    | 46,739  |
| 46740        | 03/07/2017 | PAPE      | Pape Machinery                     | 97,812.96    | 46,740  |
| 46741        | 03/07/2017 | Perteet   | Perteet, Inc.                      | 108,670.87   | 46,741  |
| 46742        | 03/07/2017 | PLATEAU2  | Plateau 228 LLC                    | 16,789.01    | 46,742  |
| 46743        | 03/07/2017 | PSR       | P.S.R. Equipment Repair            | 678.71       | 46,743  |
| 46744        | 03/07/2017 | RAINIER   | Rainier Wood Recyclers Inc         | 176.00       | 46,744  |
| 46745        | 03/07/2017 | SECUREAS  | Secure A Site, Inc                 | 189.22       | 46,745  |
| 46746        | 03/07/2017 | SHEDDCLA  | Claradell Shedd                    | 29.74        | 46,746  |
| 46747        | 03/07/2017 | STANTEC   | Stantec Consulting Services        | 1,200.00     | 46,747  |
| 46748        | 03/07/2017 | STEVENS   | Andrew Stevens                     | 707.65       | 46,748  |
| 46749        | 03/07/2017 | SUBPROPA  | Suburban Propane                   | 1,924.73     | 46,749  |
| 46750        | 03/07/2017 | SWIFTTRE  | Swift Tree Care                    | 7,064.39     | 46,750  |
| 46751        | 03/07/2017 | TAGS      | Tags Awards & Specialties          | 54.76        | 46,751  |
| 46752        | 03/07/2017 | THYSSENK  | Thyssenkrupp Elevator Corp.        | 473.04       | 46,752  |
| 46753        | 03/07/2017 | TOPTOBOT  | Top To Bottom Janitorial, Inc      | 150.00       | 46,753  |
| 46754        | 03/07/2017 | TRAINBUI  | Daniel Parker                      | 700.00       | 46,754  |
| 46755        | 03/07/2017 | TREESOLU  | Tree Solutions Inc                 | 265.00       | 46,755  |
| 46756        | 03/07/2017 | UTILITIE  | Utilities Underground Location Ctr | 95.46        | 46,756  |
| 46757        | 03/07/2017 | WACE      | Wa Assoc of Code Enforcement       | 40.00        | 46,757  |
| 46758        | 03/07/2017 | WATERSH   | The Watershed Company              | 7,935.46     | 46,758  |
| 46759        | 03/07/2017 | WATRACTO  | Washington Tractor                 | 1,360.59     | 46,759  |
| 46760        | 03/07/2017 | WAWORK    | Washington Workwear Stores Inc     | 130.31       | 46,760  |
| 46761        | 03/07/2017 | WEATHER   | Weathernet LLC                     | 350.00       | 46,761  |
| 46762        | 03/07/2017 | WESCOM    | Wescom                             | 87.60        | 46,762  |
| 46763        | 03/07/2017 | WESSPUR   | WesSpur Tree Equipment, Inc.       | 119.57       | 46,763  |
| 46764        | 03/07/2017 | WESTERNE  | Western Entrance Tech LLC          | 443.48       | 46,764  |
| 46765        | 03/07/2017 | WRPA      | Wa Recreation & Parks Assoc        | 618.00       | 46,765  |
| 46766        | 03/07/2017 | ZUMAR     | Zumar Industries, Inc.             | 199.01       | 46,766  |
| Check Total: |            |           |                                    | 1,687,382.62 |         |



*COUNCIL*  *MINUTES*

**Regular Meeting**  
**February 21, 2017**

Mayor Don Gerend called the regular meeting of the Sammamish City Council to order at 6:30 pm.

**Councilmembers present:**

Mayor Don Gerend  
Deputy Mayor Bob Keller  
Councilmember Tom Hornish  
Councilmember Kathy Huckabay – Excused  
Councilmember Christie Malchow – called into meeting on tele-conference at 6:40 pm  
Councilmember Tom Odell – called into meeting on tele-conference at 6:30 pm  
Councilmember Ramiro Valderrama

Councilmember Kathy Huckabay was excused for personal reasons.

**Staff present:**

Lyman Howard, City Manager  
Jessi Bon, Deputy City Manager  
Beth Goldberg, Director of Administrative Services  
Doug McIntyre, Community Development Senior Planner  
Mike Kenyon, City Attorney  
Lita Hachey, Deputy City Clerk

**Roll Call/Pledge of Allegiance**

Roll was called. Councilmember Valderrama led the pledge.

**Approval of Agenda**

City Manager Lyman Howard announced that the Executive Session will be cancelled.

**MOTION: Councilmember Valderrama moved to approve the agenda as amended. Councilmember Hornish seconded. Motion carried unanimously 5-0.**

**Student Liaison Report** - None

## Presentations/Proclamations

### **Update - Habitat for Humanity Project**

Gail Luxenberg, CEO of Habitat for Humanity, Seattle-King County, gave a presentation on the Sammamish Cottages (*Presentation available upon request to the City Clerk, [manderson@sammamish.us](mailto:manderson@sammamish.us)*)

### **Public Comment**

Mary Wictor, 408 208<sup>th</sup> Ave NE, Sammamish, spoke regarding a neighborhood drainage assistance program currently available through King County. She recommends that Sammamish create a similar program. (*comments available upon request to the City Clerk, [manderson@sammamish.us](mailto:manderson@sammamish.us)*)

City Manager Howard stated that this is an item currently being looked at on the City's work plan.

Michael Schneider, 22130 NE 13-Pl, Sammamish, Board member and Asset Management Committee member for Imagine Housing, thanked the City of Sammamish for their support of affordable housing on the Eastside through the Affordable Housing Trust Fund. Sammamish is among the top four contributors to the program. He requested that Sammamish support ARCH's recommendation to provide predevelopment and permanent capital to 30Bellevue and Esterra Park.

Larissa Chan, 3628 255 Ln SE # 51, Sammamish, spoke about Sammamish Learning Adventures Preschool. She asked that the City Council make changes to the municipal code to allow permanent outdoor preschool programs in city parks.

Mayor Gerend requested that it be put on the work plan for further discussion.

Anne Tuttle, 23637 SE 18 St, Sammamish, spoke regarding the Wells Fargo/ Dakota Access pipeline. She is against the pipeline and would like Sammamish to refrain from using the Wells Fargo Bank, which supports the pipeline.

Brandon McIntosh, 1826 247 Pl NE, Sammamish, asked the Council to create an ordinance to divest the City's money from the Wells Fargo Bank, due to their investment into the Dakota Access pipeline.

Matt Remle, 3029 S. Brighton St, Seattle WA, spoke about the Standing Rock Sioux and gave a history of the treaties. He is against the construction of the pipeline through Treaty territory, native burial grounds and land. He is concerned that an environmental impact statement is no longer required.

Jamil Suleman, 2915 Rainier Ave SE, Seattle WA, he spoke in support of Standing Rock and would like Sammamish to divest out of Wells Fargo Bank. He feels that other communities

should follow the example of the City of Sammamish and also divest their interest in Wells Fargo Bank.

Rishabh Meher, 1826 247 PI NE, Sammamish, spoke of his concerns for the environment and the future pipeline. The pipeline will increase gas usage, which affects the environment and will create an unhealthy habitat for humans and animals. He asked that Council acknowledge his concerns.

Rita Meher, 1826 247-PI NE, Sammamish, commented on a letter she received from the Mayor regarding doing business with Wells Fargo. She spoke about the dangers of pipeline spills and would like to see Sammamish support the cause of Standing Rock and divest their interests in the Wells Fargo Bank.

David Murray, 4220 243 PI SE, Sammamish, spoke regarding the pipeline and the effects of allowing this to proceed might have on the future of our nation. He requested that Council send a message to the Wells Fargo Bank.

Ted Virdone, 304 E Thomas St, Legislative Aid for Seattle City Councilmember Sawant, explained why it is worth the City's time to divest from Wells Fargo Bank. He feels it sends a strong message to others that the City supports doing what is needed to save the environment.

Uma Raghavan, 4029 262 PI SE, Sammamish, requested that the City draft an ordinance to divest from the Wells Fargo Bank for their investment into the Dakota Access pipeline.

Lyman Howard, City Manager, gave an update on the reason that the City is currently banking with Wells Fargo. When the Bank of America discontinued service with the City, a request for proposal for municipal banking services was sent out and the City received three responses. Wells Fargo Bank was considered and accepted. Their contract runs until March of 2019. At this point, the City does not have many other options and he feels that if we divest now, we would be penalizing our Citizens more than sending a message to Wells Fargo.

City Council recessed at 7:29 pm until 7:35 pm.

### **Consent Agenda**

Payroll for period ending February 15, 2017 for pay date February 17, 2017 in the amount of \$ 329,088.15

**Approval:** Claims For Period Ending February 21, 2016 In The Amount Of \$699,636.89 For Check No. 46598 Through 46676

**Ordinance:** Second Reading, Relating To Maintenance By The City Of Drainage Facilities, And Specifically Amending SMC Sections 13.20.090 And 13.20.100; Providing For Severability; And Establishing An Effective Date (O2017-432)

**Ordinance:** Second Reading, Of The City Of Sammamish, Washington, Adopting A New Sammamish Municipal Code Chapter 2.70 Entitled Emergency Management Organization;

Repealing Ordinance No. O99-39 And Resolution Nos. 2001-63 And R2005-213; Providing For Severability; And Establishing An Effective Date. (O2017-433)

**Ordinance:** Second Reading, Amending Chapter 2.50 Of The Sammamish Municipal Code, Updating The City Manager’s Authority To Execute Certain Contracts Without Further Council Action And In An Amount Consistent With Bonding Requirements; Providing For Severability; And Establishing An Effective Date. (O2017-434)

**Resolution:** Accepting The Sammamish Community & Aquatic Center Project As Complete (R2017-721)

**Intent to Sign:** Regional Animal Services/King County

**Contract:** Classification & Compensation Study/Springsted Incorporated

**Approval:** Vehicle Purchase

**Approval:** Minutes for January 19-21, 2017, City Council Retreat

**Approval:** Minutes for February 7, 2017 Regular Meeting

**Approval:** Notes for February 13, 2017 Special Study Session

**MOTION:** Councilmember Valderrama moved to approve the Consent Calendar. Deputy Mayor Keller seconded. Motion carried unanimously 6-0.

**Public Hearing** - None

**Unfinished Business** - None

### **New Business**

**Resolution:** Approving the 2017 Budget and Work Program for A Regional Coalition for Housing (ARCH)

Arthur Sullivan, Program Manager, ARCH, gave an update on the 2017 Budget and Work Program. In the budget, there is a 3.5 % increase this year for all cities except Sammamish. Mr. Sullivan explained that the 11 % increase for Sammamish is due to the population increase with the annexation of the Klahanie neighborhood. Mr. Howard stated that they were allowed to “smooth” the increase over two years. Mr. Sullivan stated that the mileage rate is going up and costs have increased due to more travel to meetings, site visits and inspections. The reimbursement rate decrease is based on the current City of Bellevue’s reimbursement rates.

**MOTION:** Councilmember Odell moved to approve the resolution approving the 2017 Budget and Work Program For A Regional Coalition for Housing (ARCH). Deputy Mayor Keller seconded. Motion carried unanimously 6-0 (R2017-722).

**Resolution:** Authorizing The Duly-Appointed Administering Agency For ARCH To Execute All Documents Necessary To Enter Into Agreements For The Funding Of Affordable Housing Projects, As Recommended By The ARCH Executive Board, Utilizing Funds From The City’s ARCH Housing Trust Fund.

Arthur Sullivan, Program Manager, ARCH, gave an update on the agreements for the Fall 2016 Funding Round of the Housing Trust Fund. The process is that ARCH receives applications and requests input from local city staff and the ARCH advisory board, which reviews staff reports and criteria. The advisory board develops the recommendations, conditions and rationale for funding. ARCH recommends funding for two projects; the Imagine Housing - 30Bellevue project that Sammamish partially funded last year and also, Imagine Housing - Esterra project.

**MOTION: Deputy Mayor Keller moved to approve the resolution authorizing the Duly-Appointed Administering Agency for ARCH To Execute All Documents Necessary To Enter Into Agreements For The Funding Of Affordable Housing Projects, As Recommended By The ARCH Executive Board, Utilizing Funds From The City's ARCH Housing Trust Fund. (R2017-723). Councilmember Hornish seconded. Motion carried unanimously 6-0.**

### **Council Reports/Committee Reports**

- Councilmember Malchow – submitted a written report (available in the packet, on the website at [www.sammamish.us](http://www.sammamish.us) )
- Councilmember Odell - submitted a written report (available in the packet, on the website at [www.sammamish.us](http://www.sammamish.us) ) He attended the INRIX Sector Demo day on February 14<sup>th</sup>. INRIX analyses real time traffic data that supplies the information behind digital traffic congestion maps. He obtained information that will be useful with regards to the Transportation Master plan. He feels it is worth a follow up with staff.
- Councilmember Valderrama – attended the Legislation Action Days (WCIA) with the Mayor and Deputy Mayor. He attended a Sammamish Plateau Water District presentation last week on analyzing the geology of the wells. He recommended they give Council a short presentation on their findings.
- Deputy Mayor Keller - submitted a written report (available in the packet on the website at [www.sammamish.us](http://www.sammamish.us) )
- Mayor Gerend - submitted a written report (available in the packet, on the website at [www.sammamish.us](http://www.sammamish.us) ) He is Chair of the AWC nominating committee and there are two positions open at the moment. Our District 7 post is up for reelection and also the At-Large West Cities. He also attended the Large City subcommittee and Strong City subcommittee meetings while in Olympia for the Legislation Action Days.

### **City Manager Report**

- The City Council approved a donation of \$5,000 in support of producing a Kokanee Documentary video. Currently, the City of Issaquah and Trout Unlimited have also

donated this amount. The film is expected to cost around \$60 – \$75,000. The Kokanee work group is planning to send a letter to 4Culture to ask for funds and would like City Council's approval for the Mayor to sign it. Council gave a head nod for approval. Councilmember Odell stated that he has reached out to the City of Bellevue for matching funds and suggested also reaching out to the City of Redmond.

- Mr. Howard updated that the storm clean-up over the past weekend was very successful. There was no significant damage and a good response from the citizens. There were several minor slides in areas around Sammamish. Storm data is being collected with regards to hours spent by employees.

**Cancelled: Executive Session** - Potential Property Acquisition pursuant to RWC 42.30.110(1)(b)

**MOTION: Councilmember Valderrama moved to adjourn the meeting. Deputy Mayor Keller seconded. Motion carried unanimously 6-0.**

Meeting adjourned at 8:17 pm

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Lita Hachey, Deputy City Clerk

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Donald J. Gerend, Mayor



**Meeting Date:** March 7, 2017

**Date Submitted:** 3/1/2017

**Originating Department:** City Manager

**Clearances:**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Attorney                | <input type="checkbox"/> Community Development    | <input type="checkbox"/> Parks & Recreation |
| <input type="checkbox"/> Admin Services          | <input type="checkbox"/> Eastside Fire and Rescue | <input type="checkbox"/> Police             |
| <input checked="" type="checkbox"/> City Manager | <input type="checkbox"/> Finance & IT             | <input type="checkbox"/> Public Works       |

**Subject:** Scoping Discussion: Development of City Communications Strategy.

**Action Required:** Council confirmation of a communications strategy scope of work in order to proceed with an RFP.

**Exhibits:** 1. Proposed Scope of Work

**Budget:** \$25,000 is allocated in the 2017-2018 City Council Department budget for the development of a communications strategy.

**Summary Statement:**

The City Council allocated funds in the 2017-2018 budget to hire a consultant to analyze the City's existing communications practices and develop an improved communications strategy. Staff would like the City Council to confirm that the proposed scope of work for this project (Exhibit 1) is ready for inclusion into an RFP for a communications consultant.

**Background:**

The City has employed a Communications Manager since January 2003, but the City's communications approach, resource levels and outcome patterns have never been reviewed by an outside consultant. Given the brisk evolution of communication tools and tactics, the City has set aside \$25,000 in the 2017-2018 City Council Department budget for the engagement of a strategic communications consultant. The goals of this project are to evaluate the City's current approach and identify an improved Citywide communications strategy going forward.

The City's current communications program is decentralized. The Communications Manager is responsible for long-term planning and core tasks, but individual City departments also handle some communications independently. For example, Public Works and Community Development do much of their own public outreach and the Parks Department publicizes its own events. Departments turn to the Communications Manager for support as needed, but the decentralized approach relies on all departments to communicate effectively with the community.

**Financial Impact:**

The adopted 2017-2018 City Council Department budget includes \$25,000 for the development of a communications strategy.

**Recommended Motion:**

Approve the proposed scope of work and authorize the City Manager to proceed with consultant selection and procurement.

## EXHIBIT 1 – SCOPE OF SERVICES COMMUNICATIONS STRATEGY

### PROJECT MANAGEMENT

1. The Consultant shall develop a mutually agreeable project management plan that clearly describes all phases of the project with schedules, responsibilities, and deliverables.
2. The Consultant shall submit monthly invoices with a written summary of project progress.

### COMMUNICATIONS STRATEGY

The Consultant's work on the Communications Strategy will include the following tasks:

1. Interview the City Council, City Management and Communications staff regarding current practices. A public engagement process will also be included as part of this planning effort.
2. Evaluate existing communications tools and practices, including comparisons with other local jurisdictions.
3. Assess compliance with the Public Records Act (PRA), Open Public Meetings Act (OPMA), Washington State Records Retention requirements as well as the Americans with Disabilities Act (ADA). If new technology strategies are recommended, an analysis of how those would comply with these laws.
4. Assess organizational capacity and coordination for maintaining and enhancing communications efforts.
5. Develop a written report that includes:
  - a. Observations on the effectiveness of current capabilities and practices.
  - b. Recommendations for changes in current practices, organizational structure, mediums currently in use and new mediums to enhance overall communications efforts with consideration for achieving compliance with applicable regulations.
  - c. Estimations of costs and resource requirements for implementing the proposed communication strategies.

### DELIVERABLES

1. Draft and final written report.
2. Materials and exhibits for presentation to the City Council.





# Memorandum

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**Date:** February 8, 2017

**To:** City Council

**From:** Lyman Howard, City Manager

**Re:** Report from the Ad Hoc Public Comment Task Force

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The ad hoc council/staff task force of Tom Hornish, Kathy Huckabay and Lyman Howard met on Feb 1<sup>st</sup> to review and discuss public comment policies and procedures recommendations/options for our Council to Consider.

We reviewed the practices of our peer cities including Issaquah, Kirkland, Mercer Island, Bothell, Redmond and Bellevue and discussed options and best practices.

Our Calendar will normally consist of the following:

- 1<sup>st</sup> Monday of the Month – Shorter Study Session from 4:30 PM to 6:30 PM
- 1<sup>st</sup> Tuesday of the Month – Regular meeting from 6:30 PM to 10:00 PM
- 2<sup>nd</sup> Tuesday of the Month – Study Session from 6:30 PM to 10:00 PM
- 3<sup>rd</sup> Tuesday of the Month - Regular meeting from 6:30 PM to 10:00 PM
- 4<sup>th</sup> Week of the Month – Travel and Prep week for Council and Staff

We looked at both Public Comment at Study Sessions, Regular and Special Meetings.

### **Study Sessions:**

- We discovered that Sammamish is the only city offering public comment at Study Sessions. We are recommending that Public Comment not be included on the agenda for study sessions.
- Citizens are able to contact the City Council and Staff directly if there is an urgent matter that needs to come to Council or the City Manager's attention.
- There is minimal delay from the Monday's (Study Session) to Tuesday's (Regular) meetings.
- There is the same delay from the 1<sup>st</sup> regular meeting of the month to the 2<sup>nd</sup> regular meeting of the month as there is from the 2<sup>nd</sup> regular meeting of the month to the 1<sup>st</sup> regular meeting of the next month.
- We will continue to have monthly, council office hours.

- We will have a city booth, manned by Councilmembers and Staff at the Farmer's Market.
- We have a number of special projects meeting for public interaction and topical comment.
- Councilmembers have expressed their willingness to meet with our citizens over coffee or here at city hall via appointments.

### **Regular and Special Meetings**

We are presenting three options for further council consideration:

#### **Option 1 - Recommended**

- List an estimated time of 30 minutes for public comment on the agenda. Allow the presiding officer the ability to extend it by another 30 minutes if needed. If there is additional comment after the hour, it will be heard at the end of the meeting up to 10:00 PM.
- Allow 3 minutes per person or 5 minutes for a recognized community group.
- Allow 3 speakers per topic or per side of a topic – encourage collaboration and well-presented ideas.
- Group the topics by category so that there is continuity of subject matter.
- Remove the council rule allowing a second opportunity to speak on another topic – the speaker should include that second topic in their initial presentation. This does not apply to or limit the ability to comment at public hearings.

#### **Option 2**

- Continue to allow public comment until done.
- Encourage collaboration by speakers
- Encourage the presiding officer to proactively manage the comments
- Remove the council rule allowing a second opportunity to speak on another topic – the speaker should include that second topic in their initial presentation. This does not apply to or limit the ability to comment at public hearings.

#### **Option 3**

- Start public comment at 8:00 PM or as soon thereafter as practical.
- List an estimated time of 30 minutes for public comment on the agenda. Allow the presiding officer the ability to extend it by another 30 minutes if needed. If there is additional comment after the hour, it will be heard at the end of the meeting up to 10:00 PM.
- Allow 3 minutes per person or 5 minutes for a recognized community group.
- Allow 3 speakers per topic or per side of a topic – encourage collaboration and well-presented ideas
- Group the topics by category so that there is continuity of subject matter
- Remove the council rule allowing a second opportunity to speak on another topic – the speaker should include that second topic in their initial presentation. This does not apply to or limit the ability to comment at public hearings.